

ADMINISTRATIVE-INTERNAL USE ONLY

CP 72-2 10

72-0812

8 FEB 1972

MEMORANDUM FOR: Deputy Director for Support

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|--------------------|
| Executive Registry |
| 112-1299 |

SUBJECT : Non-Standard Workweek--Central Reference Service

REFERENCE : Memo for Executive Director-Comptroller fr D/Pers,
subject: Non-Standard Work Schedules dtd 21 Dec 71

1. A recommendation for your approval is contained in paragraph 5.

2. The Director, Central Reference Service has requested approval of the attached irregular work schedule for CRS Computer Operators. This proposal provides for four teams each composed of four employees, currently in grades GS-07 through GS-11. Each team would work one workweek of three 12-hour days and another workweek of three 12-hour days and one 8-hour Sunday within each 80-hour pay period. Thus, in every case a total of 80 work hours are scheduled in each two-week pay period.

3. The Director, Central Reference Service has stated that adoption of this procedure would be of operational advantage in the computer center which now operates 24 hours, seven days per week, on eight-hour shifts. This results in 42 shift changes in a two-week period. The requested work schedule would reduce the number of these shift changes to 30. The resulting reduction in confusion and wasted effort would be of considerable benefit. The proposed work schedule will eliminate scheduled computer center overtime which averaged \$1,350 per pay period during the last quarter of 1971.

4. In accordance with pertinent provisions of paragraphs ten and eleven of the referent, the following guidelines would govern leave and pay accounting under the proposed schedule:

A. Employees grade GS-11 and below would be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.

B. Employees in grades GS-12 through GS-14 would receive either overtime payment or compensatory time for directed overtime worked in excess of 96 hours in a two-week, 80-hour pay period.

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C. Employees who perform scheduled or directed work on a holiday would receive holiday pay for hours worked not in excess of 12 within a scheduled workday. When a holiday falls on a non-workday, the preceding workday will be considered the holiday.

D. Annual and sick leave would be charged according to leave taken during the employee's scheduled work hours.

E. Otherwise the provisions of [redacted] including those governing work on Sunday and on night differential would apply without change to employees under this schedule.

STATINTL

5. We do not have enough experience with the system to determine if it is operationally advantageous to the Agency. It may be that the reduced number of shift changes and the shorter workweek with elimination of overtime will increase efficiency. However, it may be that employees cannot work efficiently for 12 hours at a time. Therefore, I recommend that you approve the attached work schedule for the CRS Computer Section for a trial period of six months. The Director, Central Reference Service will evaluate the implementation of this schedule and submit quarterly reports on its effectiveness.

[redacted]
Harry B. Fisher
Director of Personnel

STATINTL

Attachments

CONCUR:

[redacted]
Director, Central Reference Service

8 Feb 72
Date

[redacted]
A/ Director of Finance

29 Feb 72
Date

The recommendation contained in paragraph 5 is approved:

[redacted]
Deputy Director for Support

7 MAR 72
Date

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SUBJECT: Non-Standard Workweek--Central Reference Service

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| 1 | Executive Director-Comptroller Rm 7D59, Hqs | 3/7 | wec/bip |
| 2 | Deputy Director for Support Rm 7D18, Hqs | MAR 1972 | Rdu/mo |
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| CONCURRENCE | | INFORMATION | SIGNATURE |
| <p>Remarks: Bill - Two more non-standard workweek proposals (the one you returned with a question will be back shortly). These and others come to you in accord with Colonel White's note of 4 January 1972. While DD/S has approval authority, Red felt it would be well they be seen by ExDir for awhile. (See Ref attached.) D/Pers will provide [redacted] quarterly reporting the note asks for.</p> <p style="text-align: right;">Robert S. Wattles</p> <p>Atts: DD/S 72-0812 and 72-0857</p> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| Assistant Deputy Director for Support 7D18, Hqs | | | MAR 1972 |

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